

MEMORANDUM

To: Barbara Knott, Training Assistant
Training Division (W161)

From: James Dixon, Deputy Director
Driver Improvement/Safety Responsibility Division

Subject: Driver Safety Program
Re: 2007 Schedule for State Employees

Date: December 21, 2006

Attached for your review and convenience is the 2007 Driver Safety Program (DSP) schedule for State Employees. This is the Bureau of Motor Vehicles' defensive driving class, which was previously titled as the Driver Improvement Program (DIP). The Bureau of Motor Vehicles (BMV) has completely revamped the method of administering its defensive driving class therefore; we have entitled it as the Driver Safety Program.

You will note we have not included the "Open Enrollment Schedule" for the DSP, which was previously conducted at regional sites around the state. In addition, I have attached a course description page of the basic DSP. I have also attached a copy of the DSP registration form for your convenience.

Please ensure this information is published in the appropriate State Training Calendar. In addition, please ensure this calendar is issued to each State Agency head. We encourage each State Employee to attend the DSP once every three (3) years.

Under our new procedure this DSP attendance offering **does not** include members of the family of State Employees. **This DSP offering is now just for State Employees only.**

Noted below for your convenience, is an outline summary of the information provided in this memorandum.

- Course description page for the Driver Safety Program class;
- The DSP schedule for State Employees at the Indiana Government Center South facility;
- The DSP registration form.

Thank you for your attention to this memorandum.

cc: Stephen Leak, Assistant Commissioner, Driver/Vehicle Services Division
Gus Linde, Director, DISR Division
Faye Fultz, Supervisor, Current Insurance/Court Orders/DSP Department
Dawn Chowning, Assistant Supervisor, Current Insurance/Court Orders/DSP Department
Jan Lovern, Program Coordinator, Human Resources Division
Yvonne Gaines, Supervisor, Branch Operations
DISR Supervisors
ITD Support Staff

Attachments

**BUREAU OF MOTOR VEHICLES
DEFENSIVE DRIVING
BASIC DRIVER SAFETY PROGRAM**

COURSE DESCRIPTION: The Bureau of Motor Vehicles has revamped its defensive driving class program to include a new way of administering this class. This new method provides the Bureau more flexibility to meet the needs of our traffic safety customers. The “basic defensive driving class” is conducted by the Defensive Driving Department of the Indiana Bureau of Motor Vehicles and is designed by the American Institute for Public Safety (AIPS). This curriculum emphasizes three main themes relevant to the driver: attitude, communication, and awareness. The curriculum is designed to reach its audience while exploring a unique way of presenting the material. In view of the above, the Bureau of Motor Vehicles’ defensive driving class is now called the Driver Safety Program (DSP).

PRE-REGISTRATION IS REQUIRED FOR EACH SESSION

****NOTE:** State Employees who are required to take the Driver Safety Program through the court procedure or by the Bureau of Motor Vehicles Administrative letter **cannot** take this class. They must take the DSP class through the Bureau of Motor Vehicles regular offerings for the general public. If you have any questions, please contact the Defensive Driving Department at (317) 233-6000.

PRESENTED BY: Instructors from the Defensive Driving Department, Bureau of Motor Vehicles.

LENGTH: Four (4) hours and thirty (30) minutes (includes one short break).

WHO SHOULD ATTEND: Any interested State employee who operates a motor vehicle.

KEY BENEFITS: Participants will receive a four (4) point credit on their Indiana Official Driver Record. You will also receive information that can save lives, avoid bodily injury, and prevent property damage. You will also learn how to avoid collisions with a vehicle ahead, behind, oncoming, and at an intersection. In addition, the participants will learn about passing a vehicle, the Indiana point system, the habitual traffic violator law, the financial responsibility law, and the effects of drinking and driving.

LOCATION: The program is offered at the Indiana Government Center South facility at 402 West Washington Street, Indianapolis, Indiana.

COST: Free of charge to State employees, **(only)**.

HOW TO REGISTER:

**REGISTER ON THE ENCLOSED BUREAU OF MOTOR VEHICLES
REGISTRATION FORM. DO NOT USE ANY OTHER TRAINING FORM.**

Noted below is the Bureau of Motor Vehicles' Driver Safety Program (DSP) schedule for the 2007 calendar year for State Employees regarding classes to be conducted at the Indiana Government Center South Training Center (room W141), located at 402 West Washington Street, Indianapolis, Indiana.

<u>DATE</u>	<u>DAY</u>	<u>COURSE</u>
April 19, 2007	(Thursday)	Basic Driver Safety Program
September 20, 2007	(Thursday)	Basic Driver Safety Program

The class time for all of the basic DSP classes noted above is from 8:30 AM to 1:00 PM on the respective class date. These times are always based on local time regulations.

- DSP Instructors need access to the rooms from 7:30 A.M. to 2:00 P.M.;
- The chairs and desks are to be arranged in the classroom style setting in the room;

*Students should arrive in sufficient time to allow for proper check-in before the class begins. Classes begin promptly at 8:30 a.m. (based on local time provisions at the DSP site).

NOTE: State Employees who are required to take the Driver Safety Program through the court procedure or by the Bureau of Motor Vehicles' Administrative letter cannot take this class. They must take the Basic DSP class through the Bureau of Motor Vehicles regular offerings for the general public. If you have any questions, please call the Defensive Driving Department at **(317) 233-6000**.

BUREAU OF MOTOR VEHICLES
DEFENSIVE DRIVING DEPARTMENT
REGISTRATION FORM FOR THE:
DRIVER SAFETY PROGRAM COURSE (DSP)

(Revised 10/2005)

Course Title:	
Course Date:	Location:
Name:	
Agency:	
Address:	
Telephone:	

Authorized Signature of your respective Agency's Training Contact Person:

X

PLEASE RETURN THIS REGISTRATION FORM TO:

Defensive Driving Department

Attention: Program Coordinator for State Employees

Bureau of Motor Vehicles

Indiana Government Center - North

100 N. Senate Avenue (Room N402)

Indianapolis, IN 46204

Or you may register by contacting our office at **(317) 233-6000**

NO confirmation notices will be sent. Arrangements may be made to conduct classes in other areas at an agency's convenience, by contacting the Bureau of Motor Vehicles at the above telephone number.

THIS CLASS DOES NOT SUBSTITUTE FOR A COURT ORDERED DRIVER SAFETY PROGRAM (DSP) CLASS OR THE DSP REQUIRED BY THE BUREAU OF MOTOR VEHICLES THROUGH THE ADMINISTRATIVE PROCESS.